



**WOKINGHAM
BOROUGH COUNCIL**

A Meeting of the **PERSONNEL BOARD** will be held in Board Room, Civic Offices, Shute End, Wokingham RG40 1BN on **WEDNESDAY 5 DECEMBER 2018 AT 9.30 AM**

Heather Thwaites

Heather Thwaites
Interim Chief Executive
Published on 27 November 2018



WOKINGHAM BOROUGH COUNCIL

Our Vision

A great place to live, an even better place to do business

Our Priorities

Improve educational attainment and focus on every child achieving their potential

Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth

Ensure strong sustainable communities that are vibrant and supported by well designed development

Tackle traffic congestion in specific areas of the Borough

Improve the customer experience when accessing Council services

The Underpinning Principles

Offer excellent value for your Council Tax

Provide affordable homes

Look after the vulnerable

Improve health, wellbeing and quality of life

Maintain and improve the waste collection, recycling and fuel efficiency

Deliver quality in all that we do

MEMBERSHIP OF THE PERSONNEL BOARD

Councillors

Alistair Auty (Chairman)

Stuart Munro (Vice-Chairman)

UllaKarin Clark

Lindsay Ferris
Charles Margetts

Charlotte Haitham Taylor

Pauline Helliar-Symons

ITEM NO.	WARD	SUBJECT	PAGE NO.
61.		<p>APOLOGIES To receive any apologies for absence</p>	
62.		<p>MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 31 October 2018 and the Minutes of the Extraordinary meeting held on 31 October 2018.</p>	5 - 8
63.		<p>DECLARATION OF INTEREST To receive any declarations of interest</p>	
64.		<p>PUBLIC QUESTION TIME To answer any public questions</p> <p>A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice.</p> <p>The Council welcomes questions from members of the public about the work of this committee.</p> <p>Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Committee or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to www.wokingham.gov.uk/publicquestions</p>	
65.		<p>MEMBER QUESTION TIME To answer any member questions</p>	
66.	None Specific	<p>EXCLUSION OF THE PUBLIC That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act (as amended) as appropriate.</p>	
67.	None Specific	<p>SALARY FOR INTERIM CHIEF EXECUTIVE To receive a report regarding the salary for the Interim</p>	9 - 10

Chief Executive.

Any other items which the Chairman decides are urgent

A Supplementary Agenda will be issued by the Chief Executive if there are any other items to consider under this heading.

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Civic Offices, Shute End, Wokingham, RG40 1BN

**MINUTES OF A MEETING OF THE
PERSONNEL BOARD
HELD ON 31 OCTOBER 2018 FROM 6.30 PM TO 6.35 PM**

Committee Members Present

Councillors: Alistair Auty (Chairman), Stuart Munro (Vice-Chairman), UllaKarin Clark, Lindsay Ferris, Charlotte Haitham Taylor, Pauline Helliard-Symons and Charles Margetts

Officers Present

Madeleine Shopland, Democratic and Electoral Services Specialist
Sarah Swindley, Lead Specialist HR
Heather Thwaites, Acting Chief Executive

58. APOLOGIES

There were no apologies for absence.

59. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Board held on 5 September 2018 and the Minutes of the Extraordinary meetings held on 6 September and 4 October 2018 were confirmed as a correct record and signed by the Chairman.

60. DECLARATION OF INTEREST

There were no declarations of interest received.

61. PUBLIC QUESTION TIME

There were no public questions.

62. MEMBER QUESTION TIME

There were no Member questions.

63. EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act (as amended) as appropriate.

64. EXERCISING OF PENSION DISCRETIONS

The Board received a report regarding the exercising of pension discretions.

RESOLVED: That the recommendations contained within Part 2 of the report be agreed.

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**MINUTES OF A MEETING OF THE
PERSONNEL BOARD
HELD ON 31 OCTOBER 2018 FROM 6.45 PM TO 8.25 PM**

Committee Members Present

Councillors: Alistair Auty (Chairman), Stuart Munro (Vice-Chairman), UllaKarin Clark, Lindsay Ferris, Charlotte Haitham Taylor, Pauline Helliard-Symons and Charles Margetts

Officers Present

Madeleine Shopland, Democratic and Electoral Services Specialist
Sarah Swindley, Lead Specialist HR
Heather Thwaites, Acting Chief Executive
Julie Towers, Penna

65. APOLOGIES

There were no apologies for absence.

66. DECLARATION OF INTEREST

Councillors Haitham Taylor and Ferris declared Personal Interests in Agenda Item 56 Short List for Permanent Chief Executive and Director Locality and Customer Services due to the fact that they felt that they could not comment on one of the candidate's suitability. They remained in the meeting and did not participate in discussions or vote with regards to that particular candidate.

67. APPOINTMENT OF INTERIM CHIEF EXECUTIVE

Members received a report regarding the appointment of an Interim Chief Executive.

Following the resignation of the interim Chief Executive it was proposed that Heather Thwaites be appointed to cover the role on a short term basis until such time as Personnel Board was able to interview and appoint a permanent Chief Executive.

RESOLVED: That it be recommended to Council that Heather Thwaites be appointed Interim Chief Executive until Personnel Board are able to interview and appoint a permanent Chief Executive, subject to no objections from the majority of the Executive.

68. SHORT LIST FOR PERMANENT CHIEF EXECUTIVE AND DIRECTOR LOCALITY AND CUSTOMER SERVICES

The Board considered a report regarding shortlisting for the posts of permanent Chief Executive and Director Locality and Customer Services.

69. EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act (as amended) as appropriate.

70. SHORT LIST FOR PERMANENT CHIEF EXECUTIVE AND DIRECTOR LOCALITY AND CUSTOMER SERVICES

The Board received a report regarding shortlisting for the posts of permanent Chief Executive and Director Locality and Customer Services.

RESOLVED: That

1) the reports submitted by the Executive search firm Penna with regards to the long listed applicants for the permanent role of Chief Executive who attended Technical Interviews on 16 and 17 October be reviewed and that six candidates be taken forward for interview;

2) the reports submitted by the Executive search firm Penna with regards to the long listed applicants for the permanent role of Director Locality and Customer Services who attended Technical Interviews on 17 and 18 October be reviewed and that five candidates be taken forward for interview.

71. DIRECTOR, CHILDREN'S SERVICES T&C'S

The Board received a report regarding the Director Children's Services Terms and Conditions.

RESOLVED: That the recommendations set out in Part 2 be agreed.

Agenda Item 67.

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

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